

Bulletin Number	14718BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	WAREHOUSE WORKER II
Exam Number	R2332F
Filing Type	Open Continuous
Filing Start Date	01/15/2013
Salary Type	Monthly
Salary Minimum	2927.00
Salary Maximum	3825.64
Essential Job Functions	<p>Supervises and participate in the receiving, checking, storing, and issuance of a variety of supplies as needed. Analyzes perpetual inventory and other records and makes determination of optimum stock levels to be maintained, and items to be added or removed from stock. Initiates timely requisitions for replenishment of supplies and follows up on delays. Coordinates storekeeping functions with needs of operating units. Supervises and participates in the maintenance and adjustment of stock records. Supervises or conducts periodic physical inventories of supplies. Supervises the operation of the salvage warehouse, and assists in the disposal of unusable County property. Supervises and participates in the acquisition, tagging, and the preparation of records for the County Auditor of property assigned to a County department, conducting periodic inventories, and processing and maintaining records showing present location, transfer, or disposal of such property. Maintains physical custody of items not assigned to an operating unit. Prepares reports as required. Participate in the procurement of capital outlay and fixed asset equipment as needed. Operate forklifts and other materials-handling equipment and train subordinates the safe and efficient use of this equipment. Conducts periodic "tailgate safety sessions" regarding safe use of forklifts, electric trucks, pallet dollies and response to spills to toxic or possible toxic materials being handled or stored. Transports shipments and/or salvage or surplus materials by operating a light truck (e.g., pickup, bobtail, flatbed, or cargo van) according to established County procedures and in full compliance with motor vehicles code requirements in order to deliver requisitioned materials, files and documents, retrieve needed stock, or dispose of discarded materials.</p>
Requirements	<p>MINIMUM REQUIREMENTS: One year of storekeeping, procurement or related experience at the level of Warehouse Worker I* or Procurement Aid**.</p>

Physical Class	Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.
License(s) Required	A valid California Class C Driver License may be required for some positions required to drive as a job-related essential function of their position. Candidates offered positions that require driving must show proof of a driver license before appointment and will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.
Special Requirement Information	<p>*Experience at the level of Warehouse Worker I in the County of Los Angeles performs a full-range of Journey-level duties related to handling materials and supplies in the operation of a warehouse.</p> <p>**Experience at the level of Procurement Aid in the County of Los Angeles participates in the procurement process of a variety of supply items or services including preparing various procurement documents and maintaining related clerical records and controls.</p> <p><u>VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE ACCEPTED FOR THIS EXAMINATION. VOEL PREVIOUSLY SUBMITTED FOR OTHER EXAMINATIONS WILL ALSO NOT BE CONSIDERED. THE EDUCATION AND EXPERIENCE LISTED ON YOUR APPLICATION IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY LEAD TO DISQUALIFICATION OR RESCISSION OF APPOINTMENT.</u></p> <p>Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.</p>

Examination  
Content

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering written expression, reading comprehension, data analysis and decision making, office practices and procedures, customer service, supervision, achievement and orientation, dependability, customer service potential, customer focus, conscientiousness, and retention.

NOTE: Applicants that have taken identical written tests for other exams (e.g., Clerical Series, Exam No. 221; Forensic Attendant, Exam No. 237; Head Clerk, Exam No. 181; Intermediate Supervising Clerk, Exam No. 157; Payroll Clerk I, Exam No. R1331E; Payroll Clerk II, Exam No. R1334E; Secretary I, Exam No. R2094E; Secretary II, Exam No. R2095F; Secretary III, Exam No. R2096E; Secretary IV, Exam No. R2097E; Secretary V, Exam No. R2098F; Senior Clerical Series, Exam No. 123; Senior Secretary I, Exam No. R2100B; Senior Secretary II, Exam No. R2101F; or Senior Secretary III, Exam No. R2102K, Tax Services Supervisor I, Exam No. B1369G; Tax Services Supervisor II, Exam No. B1370D) within the last 12 months, will have their scores for the identical test part(s) automatically transferred to this examination.

Applicants who have not participated in the above mentioned exams and are also concurrently applying for Procurement Aid, Procurement Assistant I, Procurement Assistant II, Warehouse Worker Aid, Warehouse Worker I, will take the identical written test components one time only. The resulting score will be transferred to all examinations for which you have applied.

THE WRITTEN TEST IS TENTATIVELY SCHEDULED TO BE  
ADMINISTERED BEGINNING FEBRUARY 6, 2013.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER  
CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR  
HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

ALL NOTIFICATIONS WILL BE MAILED VIA UNITED STATES POSTAL  
SERVICE (USPS).

Applicants must meet the Minimum Requirements and receive a passing score of 70% or higher on the weighted part of the examination in order to be placed on the Eligible Register.

Special  
Information

TEST PREPARATION RESOURCES ARE  
AVAILABLE TO HELP CANDIDATES PREPARE  
FOR WRITTEN EMPLOYMENT TESTS:

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy  
Information

The resulting eligible register will be used to fill vacancies in various Departments in the County of Los Angeles as they occur.

Eligibility  
Information

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

**NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN  
ONCE EVERY 12 MONTHS.**

Available Shift

Any

Job Opportunity  
Information

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.

Application and  
Filing  
Information

**ONLINE FILING INSTRUCTIONS:** Applicants are required to submit a standard Los Angeles County Employment Application online only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications. Applications will not be accepted by mail, fax, or in person. Applicants must submit their applications by 5:00 pm, PST, on the last day of filing.

**APPLICATION INSTRUCTIONS:** Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. For each job held, give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the selection process.

To apply online, please click the link below:

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5045&areq=14718BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=14718BR)

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**SOCIAL SECURITY NUMBER:** All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

County of Los  
Angeles  
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Examination Analyst
Department Contact Phone	(213) 738-2084
Department Contact Email	rlowery@hr.lacounty.gov
ADA Coordinator Phone	213-738-2951
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Warehouse and Inventory Control
Job Type	All Others